

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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FEBRUARY 11, 2003

FROM: MICHAEL A. RAMOS
District Attorney

JOHN MICHAELSON
County Administrative Officer

**SUBJECT: DISTRICT ATTORNEY'S EXECUTIVE MANAGEMENT REORGANIZATION, OFFICE
SPACE IMPROVEMENTS AND BUSINESS PLAN DEVELOPMENT**

RECOMMENDATION:

1. Authorize the addition of one (1) position classified to Assistant District Attorney, Exempt Group, R94 (\$114,108-\$146,078).
2. Read title only of proposed ordinance amending Ordinance 1904 by placing position #77906, Assistant District Attorney, in the Unclassified Services; waiver reading of entire text and continue to Tuesday, February 25, 2003 at 10:00 a.m. for adoption.
3. Approve changes in appropriation to fund additional staff, office improvement and development of a business plan as detailed in Financial Impact section below. (4 votes required)

BACKGROUND INFORMATION: The newly elected District Attorney has identified several areas of concern that he would like to address to immediately improve the operation of the District Attorney's office and to address staffing and facilities deficiencies. In light of the current fiscal situation and anticipated limitations in addressing all of those concerns identified, the District Attorney has worked closely with the Administrative Office and the following request is limited to those areas where improvement is most needed and that are determined to be the most cost effective and feasible areas to address at this time.

Assistant District Attorney: The executive management structure of the District Attorney's Office has remained unchanged since 1995. Since that time the number of staff has grown from 250 to 428, several locations have been added and numerous specialized units created. The office is now the fourth largest District Attorney's Office in the state and the fourteenth in the nation.

The District Attorney's executive management group is comprised of 5 positions responsible for administration, planning, policy-making, staffing, etc., in their individual areas of expertise. The Assistant District Attorney is responsible for the largest and most challenging of the 5 areas...criminal operations. Criminal Operations represents nearly 2/3 of the office personnel, has experienced the largest increase in budgeted staffing over the last 8 years and requires the most time for analysis and decision-making on prosecutorial matters.

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Record of Action of the Board of Supervisors

CONTINUED TO TUE, 2/25/03 @ 10 A.M.

**BOARD OF SUPERVISORS
COUNTY OF SAN BERNARDINO**

MOTION	<u>MOVE</u>	<u>AYE</u>	<u>AYE</u>	<u>AYE</u>	<u>SECOND</u>
	1	2	3	4	5

J. RENEE BASTIAN, CLERK OF THE BOARD

BY _____

DATED: February 11, 2003

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ITEM 062

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DISTRICT ATTORNEY'S REORGANIZATION**

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In 1995, there were approximately 120 attorneys in criminal operations. There are now approximately 200 attorneys. One Assistant District Attorney cannot proactively manage the day-to-day activities of 200 attorneys and their support staff. The Assistant District Attorney position is the apex of the management structure with the District Attorney's office. All decisions regarding disposition of cases, death penalty, immunity issues, taking cases on appeal etc., are made at the ADA level. The ADA is responsible for office supervision of 4 regional Chief Deputies, Administration staff, Information Technology staff, the Bureau of Investigation and Victim Services. This job has become more complex as staff numbers increase and as the number of criminal case filings increase.

In addition, there are many other duties that the ADA must perform including acting as liaison with the community, law enforcement agencies and county departments, participation on standing committees, appointing authority duties, policy development, and extensive literature review. One ADA cannot comprehensively meet the demands of the position.

The proposed reorganization would create a second Assistant District Attorney position to equitably distribute responsibilities between the two Assistant District Attorneys to create a more effective management structure.

The Board previously approved maintaining 6 vacant investigator positions for 6 months as a measure toward achieving an overall 4% spend down target in the amount of \$396,342 in 2003-04. The District Attorney is requesting funding of an ADA position and will defund three investigator positions (rather than hold 6 positions vacant). This action will have the net effect of reducing the District Attorney's original ongoing spend down target of 4% to approximately 2% in 2003-04; and is consistent with the Board approved reduction to Public Defender operations.

Business plan development: One-time funding is requested for a consultant to evaluate the organization and work flow of the office and develop a business plan to aid the newly elected District Attorney in process of reorganizing, reducing costs and increasing efficiency in the office. It is estimated that the cost to complete the business plan is \$25,000. The department will obtain three quotes for these services from local vendors.

Redlands Office Remodel: The District Attorney's Office first submitted a CIP request to address facility needs in Redlands in 1996. Staff members are housed in a basement with inadequate space, no handicap access, and inadequate ventilation.

The basement location is not only a safety and health hazard for employees of San Bernardino County but makes a poor impression of San Bernardino County services being offered to the citizens of Redlands.

The County Administrative Office has recognized the problem and is in the process of relocating Public Health (located adjacent to the courthouse) to a new location. Once that is accomplished, the District Attorney's office will be moved into the space once occupied by Public Health. Estimated cost to develop the space plan and relocate personnel and furniture into this facility is \$150,000.

It should be noted that this remodeling project would proceed only if the Public Health Dept. is able to relocate into suitable facilities and/or identify alternative service delivery locations which would make the Department's existing County owned space available for reassignment.

ARMC Modular Relocation to Gilbert St.: The two trailers housing the San Bernardino Juvenile staff have outlived their "temporary" use, as staff has been occupying these trailers since 1977. One of the trailers is physically in the parking lot where there is already a serious parking shortage.

The trailers experience significant pest problems, as well as HVAC (heating and vent system) interruptions each summer, and storm damage during the winters.

The current arrangement is also inadequate with regard to conference and storage capabilities.

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There is no vacant county space available of sufficient size and in close proximity to the Central Juvenile court. The County Administrative office has identified a modular building available for use (currently located at ARMC) that could be relocated to the Gilbert Street location and would be of adequate size to house the Juvenile prosecution staff. Estimated cost associated with providing adequate modular office space is \$200,000.

REVIEW BY OTHERS: This item has been reviewed by Human Resources (Linda Matthews, Classification Manager) on January 22, 2003; by County Counsel (Andrew Hartzell, Deputy County Counsel) on January 22, 2003; by the County Administrative Office (Mario Lara, Administrative Analyst) on January 28, 2003; (Janet Lowe, Administrative Analyst) on January 28, 2003; (Mark Weinstein, Deputy Administrative Officer) on January 28, 2003; and (Gerry Newcombe, Deputy Administrative Officer) on January 28, 2003.

FINANCIAL IMPACT: If this request is approved, the local cost increase for FY 2002-03 (for 5 months remaining) will be \$100,821 (\$75,821 for the Assistant District Attorney position and \$25,000 for one-time business consultant). There is no ongoing local cost increase associated with Redlands office remodel and ARMC trailer relocation to Gilbert St.; it is recommended that these projects be funded via savings realized from the recently completed West Valley Juvenile Detention Center project.

The West Valley Juvenile Detention Center project was completed with funding from multiple sources, including the General Fund. The project was completed under budget as a result of grant funding, as well as favorable outcomes of the bidding process and project execution. As a result, approximately \$2.9M in one time resources is available to be reassigned to other projects.

The estimated Local Cost increase as a result of this request in FY 2003-04 budget will be \$187,439 and will be included in the FY 2003-04 budget proposal. Previously the Board had approved a 4% spend down target for FY 2003-04 which included holding 6 positions vacant. This request will, in effect, reduce the District Attorney's previously approved spend down target of 4% to approximately 2% and instead of holding positions vacant, the District Attorney's office will defund 3 investigator positions and add one ADA position.

If this item is approved, the following appropriation changes will be necessary:

Increase AAA DAT DAT 1010	Salaries/Benefits	\$ 75,821
Increase AAA DAT DAT 2445	Professional services	\$ 25,000
Decrease AAA CNR CNR 6000	Contingencies	\$100,821
Increase (CJV -CIP-3620-4030)	Redlands District Attorney Remodel	\$150,000
Increase (CJV -CIP-3630-4030)	ARMC Trailer Relocation to Gilbert	\$200,000
Decrease(CJV -CIP -6310-4030)	West Valley Juvenile Detention Proj	\$350,000

SUPERVISORIAL DISTRICT(S): ALL

PRESENTER: Michael A. Ramos, District Attorney (909) 387-6611

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